



COMMUNITY DEVELOPMENT DEPARTMENT Building & Fire Safety Division

eTRAKiT Procedure and Permit Information – Furnace & Air Conditioner Replacement

Online permits are available for residential single-phase air conditioners $\leq 65,000$ Btu/Hr (cooling capacity) and furnaces $\leq 225,000$ Btu/Hr (heating input). Note that plug-in appliances, such as portable window air conditioners and space heaters, are exempt from permitting.

Prior to eTRAKiT Login:

In order to obtain a permit to replace a furnace, air conditioner or a combination of the two, energy form [CF1R-ALT-04-E](#) must be filled out and attached to the online application. The top of this form requires general information about the property and the replacement appliance to be installed. Note that Fairfield is located in climate zone 12 (or CZ 12).

Check all applicable equipment types and their corresponding efficiencies. The minimum seasonal energy efficiency ratio (SEER) = 14 for all central air conditioners. Additionally, single package air conditioner units must have a minimum energy efficiency ratio (EER) = 11, split air conditioner units $< 45,000$ Btu/Hr must have a minimum EER = 12.2, and split air conditioner units $\geq 45,000$ Btu/Hr must have a minimum EER = 11.7. Furnaces shall have a minimum annual fuel utilization efficiency (AFUE) = 80%. The duct insulation and conditioned floor area sections of the form do not apply to HVAC replacement permits, however, the setback thermostat requirement does apply.

Sub-section 1 of the form titled “HVAC Changeout / Repair” shall be checked for all online HVAC replacement permits. Note the potential testing / verification that must be documented depending on the equipment being installed. Contact information must be filled out at the bottom of the form. The completed form must be saved on your local device in order to attach it to the permit application electronically in eTRAKiT.

Unless the applicant is a California licensed contractor, the [Owner-Builder Verification](#) form must also be filled out completely and attached to the eTRAKiT permit application.

Permit Application:

Sign in to eTRAKiT using your username and password. Go to the “Permits” tab and select “Apply”. Select the Permit Type from the drop down menu, which will be “Basic Residential (Replacement)” in this case. Select one of the available Permit Subtypes, five of which in this case will pertain to furnace and air conditioner related permits. Enter a short description and valuation of the proposed work and specify the address to which this permit application will pertain. Under the “Attachments” section, select and upload the completed CF1R-ALT-04-E energy form and, if applicable, the Owner-Builder Verification form.

Review all permit application information prior to submittal. Once submitted, a vicinity map and permit / property information screen will appear once it has finished processing. ***The status of the application will be updated to “E Under Review” – change to simply “Under Review”.***

Permit Review:

The permit application is under review by City of Fairfield Building Division staff once initially processed. This and any other permit applications may be tracked under the section “My Active Permits” accessed through the “My Dashboard” link on the menu bar to the left of the screen. This area may be used to track the status of active permits as well as their associated inspections. Once the application has been approved by staff (typically by the end of the next business day unless more information is required), the status will be changed to “Approved”. At this point, click the “Pay Fees” link on “My Dashboard” to complete the required transaction. Once completed, the permit status will change to “Issued”.

Permit Issuance:

Once issued, the permit applicant / holder is responsible for printing the building permit, the permit inspection card, and any associated attached forms (such as energy forms, etc.). **These documents must be on site and available to the building inspector at the time of inspection(s).**

Permit Inspection / Final:

Inspections may be scheduled via the “Schedule” link on the menu bar to the left of the screen. The cut-off time for scheduling inspections is 3:00 PM of the business day prior to the desired inspection date. The existing phone inspection line (707-428-7570) will also remain active to schedule inspections.

In addition to the printed documents that are required to be on site at the time of inspection(s) as noted above, form CR1R-ALT-04-E references a number of other energy forms that must be filled out post installation, depending on the work done. These additional forms must be presented to the building inspector at the time of the last inspection in order to final the building permit. Blank forms may be downloaded as needed from the California Energy Commission at http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/.

Additionally, California law requires smoke and carbon monoxide detectors to be present at all required locations and to be verified at the point of building permit inspection of any alteration requiring a building permit. The applicant must fill out the [Smoke / CO Detector Self-Certification](#) form and **present this form as well to the building inspector in order to final the permit.**